

## Public Services Coordinator

The Lake County Department of Utilities is now accepting resumes for a Public Services Coordinator. Responsibilities of this position include but are not limited to planning, developing, organizing and implementing the department's internal and external public information activities and LCDU programs, activities and events; establish and maintain relationships with various communities, employees and public interest groups; monitor media coverage and respond to media inquiries; research and respond to complaints and concerned citizens; participate in continuous internal communications; serve on and perform an active role in various internal and departmental committees.

The successful candidate should have knowledge of business administration, public relations and strategic planning as they apply to a public utility, and preferably five (5) years of related experience. Strong communication, multitasking and organizational skills are desired. A degree in public relations, communications, journalism, or other related field is preferred. Candidates may send resumes to the Lake County Department of Utilities, Attn. Kelly Andino, Human Resources Administrator, 105 Main St., Painesville, Ohio 44077, or [Kelly.Andino@lakecountyohio.gov](mailto:Kelly.Andino@lakecountyohio.gov) by April 17, 2016.

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